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Foreign Post-Travel Procedure

I. Purpose:

This procedure describes the steps to take when a traveler returns from foreign travel.

II. Cautions and Hazards:

The traveler will not receive a reimbursement and will not be allowed to go on any subsequent Foreign Travel if the Foreign Travel Trip Report is not submitted.

III. Requirements:

- Foreign Travel Claim Worksheet.
- Foreign Travel Trip Report Form #1836.
- Citrix software and authority to access LANL foreign travel system.

IV. Procedure:

A. Steps when traveler returns:

1. Traveler completes a Foreign Travel Trip Report.
 - Foreign Trip Report Form 1836 can be completed electronically and printed from the LANL online forms. This report is due within 30 days after trip return date.
 - a) Multiple travelers can be covered by one report
 - b) If actual trip costs are not available (i.e., Contractor Invoices) use a cost equal to or less on the DOE trip request.
 - c) Trips not taken must be officially canceled or a trip report is expected 30 days after the return date.
2. Traveler gives completed worksheet, receipts, and trip report form to Team Secretary.
3. The Team Secretary will enter the claim on the LANL foreign travel system and print the summary for the traveler's signature.
4. Traveler signs the summary and attaches receipts, then returns them to the Team Secretary.
5. The Team Secretary will have the summary hand carried to the group office for Group Leader's signature.

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6. The Group Secretary will call TWPO to pick up travel summary once it has been signed.
7. A copy of the signed travel claim and trip report will be filed in the TWP Travel Books under the traveler's name. The original travel claim along with receipts will be mailed to BUS-1, MS P234. A copy of the summary will be attached to the trip report and mailed to the STB Office, MS M716.

B. Steps when traveler cancels trip:

1. The Team Secretary will e-mail BUS 1 Foreign Travel (bus1foreigntravel@lanl.gov) and STB Foreign Travel (STBforeigntravel@lanl.gov) Office.
 - Indicate in the e-mail that the travel was cancelled and include travelers name, Z number, the departure dates, DOE trip number, and a short explanation for canceling.
2. A copy of the cancellation e-mail will be placed with all of the other information in the foreign travel section of the Travel Book found in room #102.

V. References:

None.

VI. Attachments:

None.